

POSITION GUIDE NONAPPROPRIATED FUNDS

Title: Laundry Machine Operator Leader
FLSA: Non-Exempt

Pay plan/Series/Level: NL-7305-03

Citations: US OPM FWS JGS, Laundry Machine Operator, 7305, 2/69.
US OPM FWS JGS, Laundry Worker, 7304, 9/68.
US OPM FWS JGS, Leader, 1/80.

Supervisory Controls: Works under the supervision of the Executive Housekeeper or higher-level supervisor who issues instructions on work sequences, procedures, methods, and deadlines, and relies on the incumbent to assure that work assignments are carried out by other members of the group. Supervisor is available to provide information or decisions regarding problems that may arise during work. Overall work operations are reviewed for status and progress, causes of production delays, quality, and results achieved.

Major Duties: Serves as working leader of 3 or more employees in accomplishing trades and labor work. The highest level of non-supervisory work led is Laundry Machine Operator, NA-7305-03.

1. Passes on to other workers instructions received from supervisor, and starts work (e.g., by assigning the immediate tasks to be performed by individual members of the group led). Insures that needed supplies and materials are available. Sees to it that there is enough work to keep everyone in work crew busy. Checks work in progress and when finished for compliance with supervisor's instructions on work sequence, procedures, methods, and deadlines. Urges or advises other employees to follow supervisor's instructions and to meet deadlines. Demonstrates proper work methods. Answers workers' questions regarding procedures, policies, and instructions. Obtains needed information or decisions from the supervisor on problems that come up during the work. Provides information to supervisor on status and progress of work, causes of delays, and overall operations. Assures that safety and housekeeping rules are followed.
2. Works along with other workers, setting the pace performing non-supervisory work of the same kind and level as that done by the group led.

Gathers and moves handcarts of bulk laundry consisting of soiled linen or laundry items to the washroom. Sorts laundry by type and fabric and loads and unloads items in and out of washing machines and dryers. Shakes out tangled, semidry items for flatware ironing or hand-feeding into automatic spreader.

Operates commercial laundry machines to wash bulk laundry items. Ensures proper loading capacity, cleaning solvents and correct settings for operation of machinery. Folds, stacks, bundles, tags, and delivers finished items. Operates a press for ironing. Maintains stock and the cleanliness of laundry area.

Skill and Knowledge: Must have the ability to perform repetitive type movements, follow instructions and read signs. Duties require the ability to lead others in a team effort. Eye-hand coordination is necessary to feed items into flat work iron or automatic spreader. Must have knowledge of loading capacities of tumblers, extractors, or conditioners; the performance capabilities of laundry equipment; of the types and purposes of cleaning solvents. A basic knowledge of the different types of linen and how they should be laundered is also required. Must be able to perform troubleshooting and minor repair and maintenance of equipment.

Responsibility: Works under the general supervision of the Executive Housekeeper in accomplishing tasks involved in an in-house laundry operation. Responsible for accomplishment of assigned work with little or no instruction. Plans work by reviewing daily production schedules and determining sequences, steps, procedures and techniques to be followed in accomplishing the operation. Work is reviewed for results achieved and production and quality.

Physical Effort: Required standing and walking on hard surfaces with some bending, lifting, carrying, pushing and pulling of items weighing up to 50 pounds, e.g., pulling wet laundry from washer, pushing heavy carts, and lifting bundles of laundry.

Working Conditions: Works inside in areas that are noisy, hot and humid. Exposed to the possibility of bruises from moving carts or falls on wet floors in the washing area.